



**OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)**

**Position Vacancy Announcement**

SERVICING PERSONNEL OFFICE/UNIT: **OMA, Human Resources Division**

ANNOUNCEMENT NO: <b>RS-04-AD-DCPS-0015-R</b>	POSITION: <b>Payroll Technician</b>
POSITION SERIES: <b>DS - 544</b>	POSITION GRADE: <b>DS-7/1 – 9/10</b>
OPENING DATE: <b>September 13, 2004</b>	CLOSING DATE: <b>Open Continuously</b>
IF "OPEN UNTIL FILLED," FIRST SCREENING DATE: <b>September 27, 2004</b>	SALARY RANGE: <b>\$30,192 - \$47,165</b>
	TOUR OF DUTY
WORKSITE: <b>825 North Capitol Street, NE</b>	AREA OF CONSIDERATION: <b>Unlimited</b>
PROMOTION POTENTIAL: <b>DS-9</b>	NO. OF VACANCIES: <b>Three (3) or more</b>
AGENCY: <b>DC Public Schools (DCPS)</b>	DURATION OF APPOINTMENT: <b>Permanent</b>

This position is **NOT** in a collective bargaining unit.

**BRIEF DESCRIPTION OF DUTIES** - The incumbent performs work related to determining pay, maintaining payroll records, and completing related reports pertaining to employees of the District Government, utilizing an automated payroll system in which data is coded and verified by the incumbent and submitted to the OCFO payroll processing center. The incumbent prepares appropriate pay documents, audits and processes step increases and other changes, transmits payroll data and audits time and attendance for accurate leave balances, missing sheets, advance sick leave documentation and overtime authorizations. Responds to and answers questions and problems presented by subordinates, including search for and interpretation of the various acts, regulations and related legislation and/or Corp. Counsel decisions. Audits payroll and reviews supporting documents including but not limited to personnel actions, affidavits, tax exemptions, non-residency forms, and notices of levies or set-offs, special agency or board orders, certificates, retirement, step increases, promotion, insurance, bond or tax changes. Maintains a substitute teacher file to provide detailed record of substitute expenditures for audit purposes. Responsible for insuring the complete and accurate audit and manual computation for all non-routine pay problems including refunds and adjustments for health benefits, life insurance death cases, compensation cases, back pay reinstatement, pay vouchers and assisting employees with pay problems.

**QUALIFICATIONS REQUIREMENTS** - One (1) year of Specialized Experience at the next lower level.

**SPECIALIZED EXPERIENCE:** Experience that has provided the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

**SELECTIVE PLACEMENT FACTOR (S):**

**SUBMISSION OF RANKING FACTORS:** The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR RESUME.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. The ability to audit and correctly process time and attendance forms in accordance to the rules and regulations governing pay for the employees of the District of Columbia.
2. Familiarity with an automated time and attendance system (preferably with the DC Government's UPPS system) to balance all time and attendance batches and correct data that is unacceptable on error reports.
3. The ability to process employee elected permanent changes such as; step increases, tax changes, savings bonds, financial institutions, parking fees, deferred compensation, health benefits and life insurance.
4. Excellent communication and customer service skills and the ability to resolve all customer service inquiries or the knowledge concerning where to find the answers to customer problems and issues based on familiarity with the rules and regulations that govern pay for the District of Columbia.

---

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT, YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

DRUG-FREE WORKPLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NOT LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

**WORKING CONDITIONS:** Office Environment

**PHYSICAL EFFORT:** Normal physical dexterity is sufficient. Some lifting of boxes containing reports may be necessary at times.

ALL POSITIONS NOT IN THE COLLECTIVE BARGAINING UNIT SERVE AT THE PLEASURE OF THE CFO AND MAY BE TERMINATED AT WILL.

---

**HOW TO APPLY:** ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER DC GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA APPLICATION, [DC 2000](#). **ALL APPLICATIONS AND SUPPORTING DOCUMENTS MUST BE RECEIVED BY CLOSE OF BUSINESS (5:00PM) ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**

"A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS ANNOUNCEMENT."

**WHERE TO APPLY:**

Twana Brooks  
OCFO – OMA – Human Resources  
941 North Capital Street, N.E., Suite 1200  
Washington, DC 20002  
Fax: (202) 442-6413

---

**RESIDENCY PREFERENCE AMENDMENT ACT OF 1998:** An external applicant for a position in the OCFO who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the 'Residency Preference for Employment' form, [DC 2000RP](#), and submitting it with the employment application, [DC 2000](#). To be granted preference, an applicant must: (1) be qualified for the

position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application. This preference is only granted upon initial appointment.

#### **NOTICE OF NON-DISCRIMINATION**

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code section 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination, which is also prohibited by the Act. In addition, harassment based on any of the above, protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

---

**SALARY REDUCTION OF REEMPLOYED ANNUITANTS** - An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

---

#### **OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OMA HUMAN RESOURCES**

OFFICE OF THE CHIEF FINANCIAL OFFICER

AN EQUAL OPPORTUNITY EMPLOYER